

THE OVERALL ROLE OF THE BOARD OF DIRECTORS:

- To be responsible to the membership for ensuring that the goals of the child day care centre are achieved and that the Corporation is effectively managed.
- To represent the Corporation both legally and morally. The Board of Directors carries the final responsibility and accountability for the Corporation's existence and for its activities and programs.
- To ensure the Corporation is able to carry out the needed responsibilities.
- To attend to the Corporation's own structure, to its committee structure, and to its procedures.
- To ensure there are policies for making and implementing decisions.
- To ensure there are policies about delegating its authority.

LEGAL RESPONSIBILITIES:

- To act in accordance with the goals, objectives and bylaws of the Corporation.
- To ensure that bylaws are considered with the child day care centre's purpose, policies and practices.
- To review and recommend change to the goals objectives and bylaws as necessary.
- To ensure that an annual financial audit is completed and approved by the membership.
- To ensure the Corporation meets the legislative requirements of *The Child Care Act, 2014* and *The Saskatchewan Child Care Regulations, 2015* *The Non-profit Corporations Act, 1995* or *The Co-operatives Act, 1996*, *The Saskatchewan Employment Act*, *The Child and Family Services Act*, *Workers Compensation Act*, *The Public Health Act*, The Office of the Fire Commissioner, insurance policies, and municipal bylaws.

FINANCIAL RESPONSIBILITIES:

- To establish financial policies and internal financial control procedures for the Corporation.

- To develop and approve the budget, monitor expenditures and assume fiscal accountability for the Corporation.
- To report the financial position of the Corporation to the membership annually.
- To review the financial statement monthly.
- To ensure appropriate and responsible utilization of parent fees, government grants and other revenue.
- To develop fundraising objectives and strategies and ensure the implementation of the strategies.

PERSONNEL RESPONSIBILITIES:

** For the purposes of this document, the term "Centre Director" will be used for the staff member hired to manage the day to day operation of the child day care centre. other titles given to the position include Manager, Administrator, Executive Director, Centre Supervisor.*

- To prepare and approve job descriptions for employees.
- To employ the Centre Director, who is responsible to and reports directly to the Board of Directors.
- To provide policy direction to the Centre Director.
- To evaluate the performance of the Centre Director within established policies.
- To determine salary scales and benefits for staff.
- To determine personnel policies.

PLANNING RESPONSIBILITIES:

- To ensure that an effective process for long and term short term planning is established.
- To formulate, monitor an evaluate goals and objectives of the Corporation.
- To review the Corporation's philosophy and mission periodically.
- To develop action plans and authorize the commitment of funds and resources to the annual program plan.
- To co-ordinate committees to avoid overlap and to ensure common goals.

EVALUATION AND ACCOUNTABILITY RESPONSIBILITIES:

- To ensure there is an effective system of evaluating the financial accountability of the Corporation.
- To ensure there is a system of evaluating the effectiveness of the organization's activities and programs.

RESPONSIBILITIES FOR MEMBERSHIP:

- To develop a membership capable of supporting and carrying out the Corporation's purpose.
- To provide information to members.
- To review membership policies periodically.
- To organize general meetings.

RESPONSIBILITIES FOR EXTERNAL RELATIONS:

- To establish effective relations with the public, government, the media, other organizations and voluntary associations in order to support and further the Corporation's goals and objectives.
- To represent the Corporation in the community and project a strong, positive and functional image.